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# Clark County Regional Support Network Policy Statement

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**Policy No.:** CM27  
**Policy Title:** Transfer of Care  
**Effective Date:** February 1, 2003

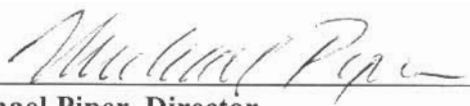
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**Policy:** Providers shall coordinate access to a new provider and the timely transfer of copies of key elements of the clinical record when a consumer is transferred through an authorized change in element of care, referral or self-initiated request.

**Reference:** RCW 70.02.050 (1a, 1b, 1f): Disclosure without patient's authorization, Clark County Department of Community Services Privacy Policies and Procedures, CCRSN Policy and Procedure CM06 Re-authorization/Change of Element of Care for Children and Adolescents

**Procedure:**

1. In a planned transfer of care, the referring clinician shall involve the consumer and/or family in the decision, offer information about other provider options and document on the *Clark County Children's Service Providers* form (attached to this policy) that the consumer has been provided this choice.
2. The clinician shall make a reasonable attempt to obtain a signed Release of Information form from the consumer or family to the new provider to facilitate the transfer of clinical records and coordinate the transition. However, a signed authorization is not required as long as copies of clinical records are released for the purpose of continuity of care.
3. The referring clinician shall be responsible for facilitating the transfer of care. At a minimum, the referring clinician shall insure an intake appointment is available in accordance with access standards, that copies of key documents from the clinical record have been delivered or faxed before the appointment, and shall be available by telephone to consult with the new provider.
4. The referring clinician shall provide outreach and coordination to the consumer and family during the transfer of care as appropriate, including attending initial appointments with the new provider and/or participating in wraparound team meetings with child or adolescent consumers.
5. In both planned and unplanned changes of treatment provider, the referring or former treatment provider shall send copies of the most recent assessment, treatment plan, and medication history to the new provider for the purpose of continuity of care. Copies shall be faxed or delivered to the new provider within the required access timeframes for the Intensive (24 hours) or Targeted (48 hours) Elements of Care for children and adolescents.

Approved By:  Date: 10-7-04  
**Michael Piper, Director**  
**Clark County**  
**Department of Community Services**